



ASSESSMENT AND EXAMINATIONS DIRECTORATE

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ASSESSMENT INSTRUCTION 04 OF 2013

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF DIRECTORS
HEAD OFFICE DIRECTORS AND DISTRICT DIRECTORS
CHIEF EDUCATION SPECIALISTS
EDUCATION DEVELOPMENT OFFICERS
DEPUTY CHIEF / SENIOR EDUCATION SPECIALISTS
PRINCIPALS OF PUBLIC AND INDEPENDENT SCHOOLS
(GRADES 10-12)
TEACHER UNIONS / ORGANISATIONS
SCHOOL GOVERNING BODIES**

DATE: 11 JANUARY 2013

<p>NATIONAL SENIOR CERTIFICATE (NSC) PROCEDURE FOR CHANGE OF SUBJECTS GRADES 10 – 12 IN 2013</p>

1. BACKGROUND

The Department issued the following Assessment Instructions relating to the procedure to be followed when changing a subject/s in Further Education & Training Band (FET):

- Assessment Instruction 5 of 2009
- Assessment Instruction 03 of 2010
- Assessment Instruction 49 of 2010
- Assessment Instruction 09 of 2011
- Assessment Instruction 05 of 2012.

The preliminary schedule of learner entries generated from the promotion of learners in the system consistently reveal that some Principals of schools did not follow the procedure for subject change at all and permitted learners to move to subjects that were not offered in Grades 10 and 11 and for which they are not registered to write. This non compliance affects the resulting of learners negatively as their results are held due to this irregularity.

Principals are hereby reminded that Assessment and Examinations Directorate cannot continue to accept late subject changes or allow the writing of subjects for which the candidates are not registered. Disciplinary action will be instituted against officials who continue to ignore the procedures and the closing dates for change of subjects.

2. PROCEDURE FOR CHANGING SUBJECTS IN GRADES 10 TO 12

The Department of Basic Education has formulated the procedure to be followed for the change of subjects relating to the National Senior Certificate in Grades 10 – 12.

2.1 *The Government Gazette dated 03 November 2009, amendment of paragraph 6 of National Senior Certificate: A Qualification at Level 4 on the National Qualifications Framework (NQF) Chapter 1 no. 6 states that:*

- (i) A learner may change two subjects in his or her Grade 10 year.
- (ii) A learner may change two subjects in his or her Grade 11 year.
- (iii) **In exceptional cases** a learner may change ONE subject in Grade 12 if the school deems it is in the best interests of the learner to change a subject. **The school may take such a decision only after consultation with the Head of Department or his/her delegate.**

2.2 In order to assist learners who for legitimate reasons wish to change a subject in **Grade 12**, the following procedure must be strictly adhered to:

- (a) The approval for a subject change from the Director: Assessment and Examinations must be obtained **BEFORE** a learner changes classes to the new subject.
- (b) The following **MUST BE** furnished:
 - (i) a letter of motivation from the parent or guardian of the learner;
 - (ii) a letter from the Principal either supporting or providing reasons for not supporting the change;
 - (iii) a letter from the subject teacher outlining the programme to be followed to assist the learner to cover the aspects of the curriculum statement for the previous grades that were missed. This will be monitored and must be adhered to and evidence kept.

2.3 In order to assist learners who for legitimate reasons wish to change a subject in **Grade 10 and 11**, the following procedure must be followed:

- (i) In approving the subject changes, the Principal must not exceed the stipulated number of subjects to be changed, i.e. approval cannot be made for more than two subjects.

- (ii) A signed template for all approved cases must be submitted to the District examination office.

2.4 Full time repeaters are allowed to change a subject provided that the change is done for the first time in his/her Grade 12 year/s. Not more than two subjects changes may be made over consecutive years.

3. SPECIAL INSTRUCTIONS

- 3.1 Principals must adhere to the above policy and closing date without fail.
- 3.2 Learners must not be taught the new subject without written prior approval from Director: Assessment & Examinations.
- 3.3 The support programme outlined to assist learners (as required in 2(b) (iii) above), is a paper exercise and must be carried out and evidence kept. This will be monitored by officials from Assessment and Examinations in 2013.
- 3.4 The National Senior Certificate is a three year qualification, therefore, subjects are to be studied in Grade 10, 11 and 12. Changing subjects for wrong reasons is a contributory factor to the poor matric results in the Eastern Cape.
- 3.5 Grade 9 learners are not guided sufficiently and correctly when making subject choices for Grade 10. As part of career guidance, there should be full disclosure of the impact of subjects not on the designated list on University entrance.
- 3.6 Subject changes should not be forced on learners by schools for any reasons, e.g. subject changed to fit the school stream, improvement of the matric pass rate etc. This is unacceptable.
- 3.7 Any additional subject/s must be offered from Grade 10.

4. APPLICABLE DATES

The following closing dates for the change of subject must be adhered to:

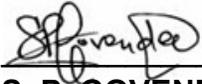
- Grade 12: Thursday 31 January 2013
- Grade 11: Thursday 28 February 2013
- Grade 10: Thursday 18 July 2013

5. CONCLUSION

It is in the best interests of learners that proper guidance be given to parents and learners in Grade 9 concerning the choice of subjects for the FET band. This will help obviate the necessity for subject changes that have implications for School-based Assessment (SBA), in Grades 10 – 12.

Subject change must be done in such a way that it will benefit the learner in the long run as some tertiary institutions do not accept certain subject combinations

Principals are therefore, requested to disseminate this information to parents, learners and teachers in the interests of improving the results of learners in the NSC examination and informing the choice of the correct subjects for career and further study purposes.



S. P. GOVENDER

(A) DDG: TLS